

Education and Licensing Frequently Asked Questions

Education:

Q. I am a salesperson renewing my license for the first time. What education am I required to complete?

A. You must have a total of 270 hours; of which 210 hours must be in core real estate courses that have not been repeated within a two year time frame. You may check your hours online at
<http://www.trec.state.tx.us/newsandpublic/licenseeLookup/search.aspx?licType=RBRealEstate&txtSearch=Lic+%23+or+Lastname%2C+Firstname&SearchLicensees.x=49&SearchLicensees.y=5>.

Q. I am under the Mandatory Continuing Education (MCE) requirements. How do I know if I need hours to renew my license?

A. A licensee subject to MCE requirements must complete a total of 15 hours in MCE, which must include 3 hours in Legal Update and 3 hours in TREC Ethics, within the term of each license. The license term begins the first day after the old license expiration date and ends the last day of the current license expiration date. MCE must be completed no later than the expiration date of each license. To determine how many hours you have completed, please visit the licensee info search feature on our website at
<http://www.trec.state.tx.us/newsandpublic/licenseeLookup/search.aspx?licType=RBRealEstate&txtSearch=Lic+%23+or+Lastname%2C+Firstname&SearchLicensees.x=45&SearchLicensees.y=9>.

Q. Are MCE hours required to renew a license on inactive status?

B. No. MCE hours are not required to renew inactive but you must pay the renewal fee no later than the license expiration date of each license term.

Q. Are SAE hours required to renew a license on inactive status?

A. Yes. A salesperson renewing his or her license for the first time must complete SAE to renew on active or inactive status. The salesperson must submit the course completion certificates to the education department by faxing it to (512) 936-3863 or email to information@trec.texas.gov and include "Education Documents" on the subject line. The education must be posted to your record before the license can be renewed.

Q. I am under SAE. Am I required to complete the Legal Update and TREC Ethics courses?

A. No. The legal and ethics courses are required for licensees subject to MCE requirements.

Q. I will renew my license active but am unable to complete my MCE hours by the license expiration date. Can I get an extension to complete my hours?

A. If you renew active and have not completed your MCE by your license expiration date, you must pay a \$200.00 late MCE fee and submit evidence of completion of the required hours within 60 days of your license expiration date. If you do not complete the hours and pay the fee within the 60 day period, the license will be placed on inactive status. To

return the license to active status, you must pay the \$200.00 late MCE fee, complete the required education, and pay an additional penalty of \$250.00. If you are a salesperson, you must also submit the Salespersons Sponsorship Form -1 http://www.trec.state.tx.us/pdf/forms/real-est/Sponsorship-1_change_or_go_active.pdf and pay the \$20.00 fee. If you are a broker, you must submit the Application for Broker to Return to Active status <http://www.trec.state.tx.us/pdf/forms/real-est/bkr-act.pdf> and pay the \$20.00 fee. One check in the amount of \$470.00 may be submitted. The fee must be payable to the Texas Real Estate Commission in the form of a personal check, cashiers check, or money order.

Renewal/Registration/Security Token:

Q. I want to renew my license but I have not received my security token. How can I renew?

- A. Your security token will be e-mailed 90 days prior to your license expiration date. Once you receive the e-mail, you must register by clicking the link located on the lower left corner of the page on the "Online Services - Registration and Log In" page at <https://mylicense.trec.state.tx.us/datamart/mainMenu.do>. You will then receive an e-mail with your temporary password. You may proceed to the Applicant or Licensee Login feature. Your token number will be included with your renewal notice.

Q. I am within my 90 day renewal period and have not received my token. How can I renew?

Since renewal tokens go out 90 days prior to the license expiration date and you have not received your token, please check your spam or junk folder. Please add TREC to your address book to prevent this from occurring. If your token is not in your spam folder, please contact this office at information@trec.texas.gov and provide us with your TREC license number, email address and include "Security Token Request" in the subject line.

Q. The online system is not accepting my temporary password. What do I do?

- A. You may select & copy the temporary password in the email message you received when you registered, then paste it into the "Online Services – Login and Registration" web page when you log in. Then, you will be prompted to create a new password of your own. Keep in mind that we will never send you the password that you have created, only a temporary password. So write down your new password once you create it. If you continue to have problems, you may click the "Reset your password here" link to get another temporary password. When you log in with it, you will again be prompted to create a new password of your own.

Q. I have logged into the Online Services link to renew my license but do not see a link to renew it. How do I renew?

- A. Your renewal period begins 90 days prior to the expiration date of your license. You will be unable to renew if you attempt to renew before your renewal period.

Q. I have requested a security token but it has been sent to an old email address. How can I get this corrected so that the security token can be sent to the current email address?

- A. The security token will be emailed to your current email address of record. You may check your email address online at <http://www.trec.state.tx.us/newsandpublic/licenseeLookup/search.aspx?licType=RBRealEstate&txtSearch=Lic+%23+or+Lastname%2C+Firstname&SearchLicensees.x=43&Sear>

[chLicensees.y=12](#). If the email address has changed, please submit an email to information@trec.texas.gov with "Token Request" on the subject line. The email address will be changed so that a token number can be sent to you.

Q. I was not able to renew by my license expiration date. May I get an extension and renew timely?

- A. No. If the license was not renewed by the license expiration date, you must renew the license by paying an additional fee. For fee information, please visit our website at http://www.trec.state.tx.us/licenses/fee_schedule.asp.

Changes:

Q. How do I change my business physical address?

- A. You may change your business physical address online without paying a fee. If you mail the change of address form, you must include the \$20.00 paper processing fee.

Q. I need to change from one broker to another. Which form should I use?

- A. If your license is active, you must use Sponsorship Form-1 (http://www.trec.state.tx.us/pdf/forms/real-est/Sponsorship-1_change_or_go_active.pdf) and pay the \$20.00 fee. You may begin working when the form and fee are dropped in the mail.

Q. My license is inactive (not expired). I would like to return to active status. Which form should I use?

- A. You must use Sponsorship Form-1 (http://www.trec.state.tx.us/pdf/forms/real-est/Sponsorship-1_change_or_go_active.pdf) and pay the \$20.00 fee. If you have the inactive acknowledgment letter, you may begin working for the new broker when the form and fee are dropped in the mail. Otherwise, you must wait until the broker receives your license in hand.

Q. My license was currently expired but I have recently renewed. Which sponsorship form should I use?

- A. A license whose status is either expired with a renewal that is waiting to be processed or a status that was expired and is now inactive, sponsorship form-3 (http://www.trec.state.tx.us/pdf/forms/real-est/Sponsorship-3_late_renewal_only.pdf) must be submitted. No fee is required.

Q. I recently had my name changed. How can I get my new name on my license document?

- A. Complete the Change of Name form (<http://www.trec.state.tx.us/pdf/forms/real-est/chg-name.pdf>) and submit it along with a copy of the legal document evidencing your name change and the required \$20.00 fee.

Q. I am a broker and need to go from inactive to active status. What form should I submit?

- A. You must submit the Return to Active Status form (<http://www.trec.state.tx.us/pdf/forms/real-est/bkr-act.pdf>) and pay the \$20.00 fee.

Q. I am a licensed broker working for another broker. Which form should I submit to become an independent broker?

A. Since brokers are not sponsored by other brokers you must simply notify TREC of your current business physical address. You may change your address online at <https://mylicense.trec.state.tx.us/datamart/mainMenu.do> without paying a fee.

Attorneys:

Q. I am a Texas licensed attorney. Do I need to have a real estate license to assist clients in the purchase of homes?

A. While an attorney is not required to have a real estate license to assist clients in purchasing or selling homes, they are unable to sponsor real estate salespersons, be the designated officer of a corporation or the designated manager of an LLC. A real estate licensee cannot share a commission with an attorney.

Q. I am an attorney who is interested in becoming a real estate licensee. What are my requirements:

A. An attorney who wants to become licensed as a broker must first apply as a real estate salesperson and be active for a minimum of two years. For licensing requirements, please visit our website at <http://www.trec.state.tx.us/licenses/salesapp.asp>.

Q. I have completed several courses for my law degree. Can any of these courses be used towards the required core courses?

A. Yes. An applicant with a Bachelor's Degree from an accredited college or university is deemed to have completed the number of related hours for a salesperson or broker license. An applicant who has completed the following at an accredited law school for a law degree may receive core credit for the courses:

Contracts = Law of Contracts 1200

Agency = Law of Agency 1111

Business Associations * = Law of Agency 1111

(* sometimes called Business Organizations)

Property = Real Estate Law 0311

Real Estate Transactions = Principles 0111

Exam:

Q. I have a license in another state. Can I be exempt from taking the National portion of the exam?

A. To be exempt from the National portion of the exam, you must hold an active or inactive license in a state that participates in exam accreditation with ARELLO for the National

real estate exam. A license history from the state in which you are licensed must be submitted at the time the application is filed.

Q. I passed one section of the exam and my application has expired. Will I need to pass both sections of the exam?

A. Yes. If your application expires before you have passed both sections of the exam, when you file another application you must pass both the State and National sections.

Q. My real estate application was filed in my married name but my driver's license is in my maiden name. Will this prevent me from taking the exam?

A. Yes. Your form of identification must match the name on your application. If it does not, please contact TREC so the name can be corrected. E-mail your request along with your name as it appears on the application, the name on your form of identification, and your telephone number to information@trec.texas.gov.

Q. My license has been expired for over two years. Will I need to retake the exam?

A. Yes. Any applicant whose license has been expired over two years is required to pass the exam before the license can be renewed. The exam is required to renew active or inactive.

Out of State Brokers/Reciprocity:


Q. I am a broker licensed in another state and would like to apply in Texas. Can I apply online?

A. No. To apply as an out of state broker, you must submit the broker paper application form (<http://www.trec.state.tx.us/pdf/forms/real-est/BL-0.pdf>) along with the license history document and the \$344.00 fee. For broker licensing requirements, please visit our website at <http://www.trec.state.tx.us/licenses/brokerapp.asp>.

Q. What constitutes residency?

A. The rules of the Texas real Estate Commission do not address whether an applicant must reside in Texas for a specific amount of time. If required, the applicant must reside in Texas at the time the application is filed. By submitting the application, the applicant certifies that they are a citizen of the United States or a lawfully admitted alien, and that they are a legal resident of Texas, unless otherwise not required to be a resident.

Q. Do I need to go to Texas to be fingerprinted?

A. No. Applicants who reside outside the service area of L-1 Enrollment Services may choose to use a "Hard Card" to get fingerprinted. A special "Hard Card" and Fast Fingerprint Pass for Hard Cards (FAST Fingerprint Card Scan Authorization Form) must be obtained from TREC. The TREC-specific Hard Card has coding that the DPS and FBI require. Fingerprints submitted on a generic card, even though it is an approved FBI form, will be rejected, because the generic card does not have TREC specific information causing a delay, and the person will have to begin all over again. The TREC-specific hard and Fast Fingerprint Pass for "Hard Cards" is available at the TREC offices in Austin and through the mail upon request. The L-1 Enrollment Services Texas Non-resident  [Live Scan Processing Procedures provides instructions](#) on how to get this accomplished.

Q. Does Texas have reciprocity with any other state?

- A. No. Texas does not have reciprocity with any state. To become licensed, you must satisfy all current Texas licensing requirements. For information, please visit our website at <http://www.trec.state.tx.us/licenses/salesapp.asp> and <http://www.trec.state.tx.us/licenses/brokerapp.asp>.

Fees:

Q. What is my renewal fee for a salesperson renewing for the first time?

- A. If you are a salesperson who completed 60 hours in core and are renewing your license for the first time, you must fax your education documents to the education department at (512) 936-3863. Once your education is posted on the licensee info search on the website, you will have the ability to renew online, and will pay the renewal fee of \$145.25 for a two year license (which includes the \$19.25 background check fee).

Q. What is the timely renewal fee for a salesperson under MCE?

- A. The salesperson renewal fee for active or inactive status is \$145.25 which must be paid 90 days prior to the license expiration date. Once you receive your renewal notice with your security token, you may go online to renew. The renewal notice will be sent electronically to your e-mail address of record 90 days prior to your license expiration date. The fee includes the \$19.25 fingerprint background check that is required for each renewal. If you are renewing inactive and have NEVER submitted your fingerprints, your renewal fee is \$115.00. Once the license expires or the licensee wants to return to active status, the fingerprints must be submitted. Additional fingerprint information may be obtained at http://www.trec.state.tx.us/FASTPrintPass/faqs_fingerprinting.asp.

Q. What is the timely renewal fee for a broker's license?

- A. The broker renewal fee for active or inactive status is \$546.25 which must be paid 90 days prior to the license expiration date. To renew active, you are required to complete 15 hours in MCE, 6 of which must be in Legal Update and TREC Ethics, within the term of the license. If the hours are not completed by the license expiration date, you will be given 60 days in which to complete the hours and pay the \$200.00 late MCE fee. If the hours are not completed or the fee paid within the 60 days, the license will be placed on inactive status and an additional \$250.00 late reporting fee will apply. To return to active status, the return to active status form (<http://www.trec.state.tx.us/pdf/forms/real-est/bkr-act.pdf>) must be submitted along with the \$20.00 fee. To avoid late penalty fees, the education must be completed prior to the license expiration date or allow the license to be expired more than one year.